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TECHNICAL NOTE

U.S. DEPARTMENT OF THE INTERIOR - BUREAU OF LAND MANAGEMENT

A TECHNIQUE FOR MAKING TITLE SLIDES WITHOUT A CAMERA

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Slide talks are much more effective and interesting if illustrative title slides are used. More speakers would use title slides if it were not for the time, talent and expense required for preparation. Too often, bureau personnel do not have the artistic skill, equipment or time required to develop effective illustrations, or there is not enough time to have the artwork photographed and film processed. In addition, one-time talks may not warrant the preparation of elaborate illustrations.

A simple but effective slide-titling method involves use of a regular slide in combination with clear acetate on which is printed an appropriate caption. The main values of this technique are its ease, speed, low cost, camera or film processing are not required, slides can be used immediately and the title is added to enhance an illustrative slide rather than replace it.

Materials Needed:

1. Heat seal or pressure sensitive cardboard mounts
2. Sheet of .004 clear acetate film
3. A sheet of 12-point commercial rub-on letters
4. Pencil or eversharp with soft lead
5. Scissors
6. Razor blade or box opener blade
7. Scotch tape
8. Rubber cement
9. Piece of white paper
10. Ruler
11. Tacking or clothes pressing iron

Slide Preparation:

1. Select appropriate slide and caption that will best illustrate your point. Minimize the number of words. This method is most effective when less than five words are used.

FROM [illegible]



[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

2. Determine best position for title. Take into consideration natural features, composition, and colors in the slide as well as number of words. For maximum effectiveness, the wording should stand out clearly.

3. Outline on a piece of paper the outside and inside dimensions of the slide mount to be used. For 35mm slides these dimensions are 2" x 2" and 1-5/16" x 14/16".

4. Draw within the inner square a line or lines where the caption is to be placed. These provide a guide for placement of letters later on.

5. Cut a piece of 2" x 3" clear acetate, being careful to handle the left edge only. One inch of the left side is for holding the acetate while working with it.

6. Lay the acetate over the slide outline on the paper, leaving the one-inch excess on the left side. Secure the acetate at the top and bottom with a narrow piece of tape. A 1/8-inch overlap on the acetate is adequate. One thing that has to be watched is that the acetate may be curled up somewhat from being rolled up and transparencies may also have some curl. Make sure that the curvature of the transparency and the acetate are the same. If not, there may be some distance between them and the focal point may not be the same.

7. Place caption on the acetate along the indicated guideline by gently rubbing 12-point "Prestype" or comparable commercial rub-on letters with a pencil. It is important to limit rubbing to the confines of the letter and not to rub too firmly. Black and red letters are most effective.

8. Cut acetate to size of inside mounting area (about 1-9/16" x 1-6/16").

9. Open the slide mount containing the transparency to which the title is to be added by cutting the seam with a razor blade. Remove the transparency.

10. Apply a thin layer of glue to the top of the inside mounting area of a new mount. Place the transparency in position, making sure spacing and straightness are correct. If adjustment is necessary, it can easily be lifted and reset at the top. When alignment is satisfactory, also cement along the bottom.

11. Lay acetate over transparency and after making sure alignment is correct secure all four sides to mount with narrow strips of tape. One thing that has to be watched is that the acetate may be curled from being rolled up and transparency may also have some curl. Make sure the curvature of the transparency and the acetate are in the same direction. If not, there may be some distance between them and the focal point will not be the same.

12. Pressure sensitive mounts are sealed simply by placing them on a flat surface and pressing down. If heat seal mounts are used, seal the mount with a tacking iron or clothes pressing iron. Be sure not to touch the acetate or transparency. If neither of these tools are available scotch tape or rubber cement can be used to fasten the two parts together. If tape is used, make sure its fold does not protrude beyond the mount's edge or the slide may hang up in the cartridge or projector.

13. The prepared title slide can be duplicated commercially like an ordinary slide. The duplicate slides produced have a longer life than the original, since with repeated use the lettering on the acetate tends to deteriorate.